

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
County Office Committee Service
VACANCY ANNOUNCEMENT (Rev. 1/31/02)

ANNOUNCEMENT NUMBER: OR02????

OPENING DATE: December 9, 2002

CLOSING DATE: December 23, 2002 (Application must be RECEIVED by 4:00 p.m. on closing date)

POSITION: Program Technician CO-1101

SALARY: \$19,667 - \$39,779 annually, depending on experience

GRADE: CO 03 – CO 07

LOCATION: Klamath County FSA Office
Klamath Falls, Oregon

AREA OF CONSIDERATION: Open to all qualified persons nationwide.

DESCRIPTION OF DUTIES: Working in a high stress, fast pace position under the close supervision of the County Executive Director (CED) and higher graded employee, performs activities under Environmental Quality Incentive Program, Conservation Reserve and Enhancement programs, Compliance, Lamb Market Adjustment Assistance Program, and Administrative program. Such duties include the processing applications and contracts, updating automated farm records, payment processing, updating aerial photography, explains procedures, program regulations and forms to producers and others agency personnel, and other duties as assigned. Utilizes IBM System 36/AS 400 and/or PC computers to maintain producer data and process automated program forms. Uses a high degree of initiative and judgement in planning and carrying out assigned tasks and resolving problems encountered.

GENERAL QUALIFICATIONS: All candidates must be U.S. Citizens, high school graduates or equivalent, and be at least 18 years of age or 17 years of age for high school graduates.

The minimum requirement for the lowest grade level (CO 03) of this position is 6 months of general experience relating to office work or equal background in the operation of a farm or ranch or one year of qualifying education above high school.

KNOWLEDGE, SKILLS AND ABILITIES: Eligible candidates will be screened on the following knowledge, skills and abilities. **Indicate on a separate sheet of paper your experience, education and training which address the following KSA's. Also, specify where this experience or training was received in relation to the information on your application.**

1. Ability to communicate orally.
2. Ability to communicate in writing.
3. Ability to identify and solve problems.
4. Knowledge of FSA Programs, practices and customs.
5. Skill in using computers.

Your application (FSA-675) must address and show evidence of the above knowledge, skills and abilities. **Each item should be specifically addressed on a separate page not to exceed one page per item.**

BASIS OF RATING: All applicants will be considered on the basis of their education, experience, supervisory appraisal, training and awards, Knowledge's, Skills, Abilities (KSAs) and other characteristics for this position.

PAY, BENEFITS AND WORK SCHEDULE: This is a permanent full-time non-federal appointment. Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered by a federal retirement system.

RELOCATION EXPENSES: Relocation expenses for current employees may be authorized in accordance with applicable procedures.

CONDITIONS OF EMPLOYMENT: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

OTHER INFORMATION: Identification of promotion potential in this position does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. Promotion will depend upon administrative approval and the continuing need for an actual assignment and performance of higher level duties.

Before being hired, you will be required to sign and certify the accuracy of the information in your application if you have not done this using an application form.

This Agency provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodation will be on a case-by-case basis.

TO APPLY: Interested applicants should submit an FSA-675 (Application for FSA County Employment) and, **on separate sheets of paper address the knowledge, Skills, and Abilities (KSA's) to:**

Klamath County FSA Office
2316 S 6th Street, Suite C
Klamath Falls, OR 97601

Applications may be faxed to 541-882-9044.

If you have any question regarding this announcement or you need to request an application form (FSA-675), phone 541-883-6924 x 2 or email denise.martin@or.usda.gov.

FSA-675 forms may be obtained from any FSA County Office. The use of U.S. Government envelopes is prohibited. Applications received in such envelopes will not be considered.

YOU MAY LOSE CONSIDERATION FOR A JOB IF YOUR RESUME OR APPLICATIONS DOES NOT PROVIDE ALL THE INFORMATION REQUESTED.

EQUAL EMPLOYMENT OPPORTUNITY:

The Federal Government is an Equal Opportunity Employer.

Candidates will be considered without discrimination for any nonmerit reason such as race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status or membership or nonmembership in any employee organization.